

CLASS TITLE:**SENIOR LABOR RELATIONS
HEARING OFFICER**

Class Code: 02738400

Pay Grade: 37A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize, schedule and conduct grievance hearings in the Office of Labor Relations; to write decisions on such hearings; to coordinate and perform other labor relations functions with unions and management; to assist the Labor Relations Administrator; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of the Labor Relations Administrator with considerable latitude for the exercise of independent judgement and initiative; work is subject to review through discussions and written reports.

SUPERVISION EXERCISED: Supervises and reviews the work of clerical staff in the Office of Labor Relations; provides direction and assistance to labor relations hearing officers.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To hear grievances arising under the various collective bargaining agreements and render written decisions thereon specifically those hearings involving the disposition of those labor relations issues that are of the most complex and sensitive nature.

To ensure hearings are conducted in a fair and orderly manner.

To counsel management personnel in the departments and agencies on labor relations matters.

To assist the Labor Relations Administrator in developing and maintaining uniform procedures in compliance with all state laws and in accordance with the spirit and intent of existing labor agreements covering state employees.

To assist in the planning, organization and implementation of all labor relations activities.

To assist in the preparation and presentation of labor relations training program.

To participate in the negotiation of collective bargaining agreements.

To assist in the preparation of cases to be submitted to arbitration.

To draft contract language proposals.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and procedures of labor relations grievance hearings and the ability to make decisions based upon the facts presented at such hearings; a thorough knowledge of the principles, practices and techniques of labor relations and the ability to apply this knowledge in a coordinated statewide labor relations program; a thorough knowledge of the laws affecting labor relations in state government; a thorough knowledge of the rules, regulations and techniques affecting labor contract administration and negotiations; the ability to establish and maintain effective working relationships with management and labor organizations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: extensive employment in labor relations with an emphasis on settlement of grievances utilizing independent judgement.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 14, 1991

Editorial Review: March 15, 2003